

DEPT. OF ENVIRONMENT AND ENERGY

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18-026-3c February, 2021

How to: Submit a DMR with No Discharge

Step 1: Access the CDX or NetDMR page and login with your username and password at https://cdxnodengn.epa.gov/oeca-netdmr-web/action/login
Or https://netdmr.zendesk.com/hc/en-us Click on Login to NetDMR

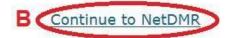
Step 2: Once you login it should take you to the MyCDX tab.

A: Circled in red is the link to access NetDMR from inside CDX. Click on "permitee" to access NetDMR.



B: Circled in red is the link to access NetDMR. Click on "<u>Continue to NetDMR</u>" to access the NetDMR homepage.

Access NetDMR



- · First time users should check to see if your permit is available in NetDMR yet by Checking your Permit ID
- If you have any questions about NetDMR, please contact <u>NDEQ.NetDMR@nebraska.gov</u>.

News

Step 3: Searching for your DMRs.

- A: click the dropdown list and select your permit ID #.
- B: click on the <u>Update</u> button.
- **C**: Put in a monitoring period range for the DMRs you want to fill out by using the calendar buttons or typing the following:

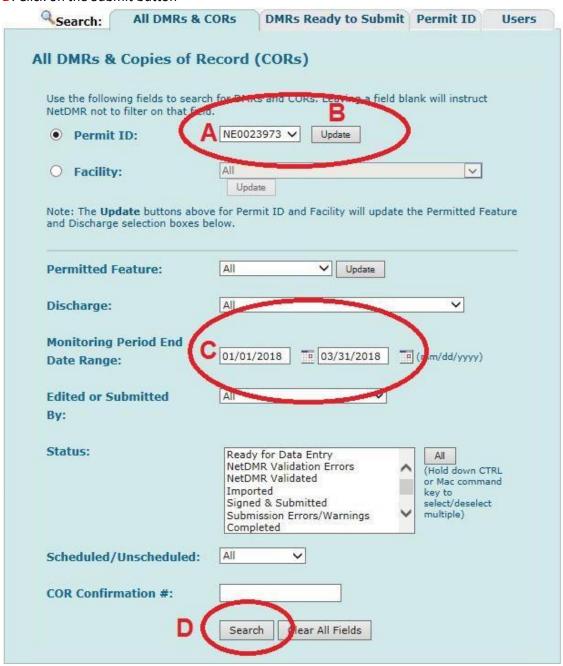
For quarter 1 - "01/01/2018" "03/31/2018"

For quarter 2 - "04/01/2018" "06/30/2018"

For quarter 3 - "07/01/2018" "09/30/2018"

For quarter 4 - "10/01/2018" "12/31/2018"

D: Click on the Submit button



Step 4: Search Results

- A: Find the correct Outfall / Discharge # for the DMR that you want to work on.
- **B**: Next use the monitoring period end date to find the correct monthly or quarterly DMR.
- **C**: Check the status of the DMR: Ready for Data Entry indicates the DMR has not been filled out.
- **D**: Click on the Go button that is in the same row as the DMR you want to open and fill out.

DMRs 1 through	3 of 3								
Next Step(s)	Permit ID	<u>Facility</u>	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	Scheduled/ Unscheduled	DMR Due Date	Status
Edit DMR V	WE0023973	SCOTIA WASTEWATER TREATMENT FACILITY	001	001-M	Effluent Discharge	10/31/17	Scheduled	01/28/18	Ready for Data Entry
Edit DMR 🗸	NE0023973	SCOTIA WASTEWATER TREATMENT FACILITY	001	001-M	Effluent Discharge	11/30/17	Scheduled	01/28/18	Ready for Data Entry
Edit DMR 🗸	NE0023973	SCOTIA WASTEWATER TREATMENT FACILITY	001	001-Q	Nitrogen & Phosphorus	12/31/17	Scheduled	01/28/18	Ready for Data Entry

Step 5: Top portion of the DMR

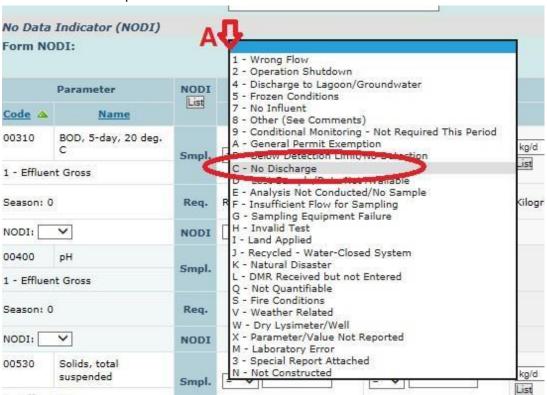
- **A**: Fill out the Principal Executive Officer / whoever signs the DMRs.
- **B**: The phone # must use this format with the dashes and no spaces "402 555 5555".

NE0023973	Major:		
SCOTIA WWTF	Permittee Address:	101 S MAIN ST	
SCOTIA WASTEWATER TREATMENT FACILITY	Facility Location:	SCOTIA, NE 68875 101 S MAIN STREET SCOTIA, NE 68875	
001 - External Outfall	Discharge:	M - Effluent Discharge	
From 10/01/17 to 10/31/17	DMR Due Date: 01/28/18		
Not Saved			
Bob Operator	Last Name: Telephone:	Cassidy Jr. B 402-555-0911	
	SCOTIA WWTF SCOTIA WASTEWATER TREATMENT FACILITY 001 - External Outfall From 10/01/17 to 10/31/17 Not Saved Bob	SCOTIA WWTF SCOTIA WASTEWATER TREATMENT FACILITY Facility Location: Discharge: From 10/01/17 to 10/31/17 Not Saved Bob Degrator DMR Due Date: Telephone:	

Step 6: Filling out the DMR with No Discharge

A no data indicator (NODI code) in NetDMR replaced the check box for no discharge on the paper DMR.

A: Click on the dropdown menu to the right of "Form NODI:", then select C- No Discharge. This is located just above where the tables start for the parameters.



Step 6 Contiued:

- B: After clicking on "C No Discharge" you should see the message below at the top of the screen in blue.
- C: Now select **Save and Continue** to insure you have no errors.



- **D**: You should now see the green message that says "Your changes have been saved". If you have errors go ahead and correct them and select save and continue again.
- E: Now select **Sign and Submit** to start the signing process

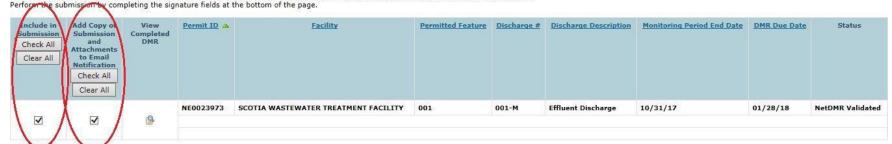


Step 8: Signing process

- A: Click on the check box to include the DMR in the submission.
- B: Also check the box to the right to have a copy sent to your email if you want it for your records.
- C: At the bottom of the yellow box enter your password for NetDMR. This is the same password you used to login. Then click on the Submit button at the bottom of the page.

Sign & Submit DMR

Use this page to sign and submit the selected DMR. Confirm your intention to submit by filling the checkbox in the Include in Submission column.



I certify under persons of law that this submission was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information on submitted. Based on my inquiry of the person or persons who manage the system, or those directly responsible for gathering the information, the information submitted is, the best of any lowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. By entering my password and security question answer and pressing the Submit button, I agree that:

By entering my password and security question answer and pressing the Submit button, I agree that:

- 1. I am Test NetDMR.
- 2. I have not violated any term in my Electronic Signature Agreement.
- 3. I am otherwise without any reason to believe that the confidentiality of my password has been compromised now or at any time prior to this submission.
- 4. I have the authority to submit these data on behalf of the listed facilities.
- 5. This action constitutes an electronic signature equivalent to my written signature.
- 6. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.



Submit Do Not Submit

Step 9: Signing process continued

The page will refresh and go back to the top, you will then need to scroll back to the bottom.

D: Enter the answer to your security question and click on submit.



Step 10: Signing confirmation

If you entered your password and security question correctly then you should arrive at the confirmation page. At this point you are finished with this specific DMR and you can move on to the next one.

A: Click on DMR/COR Search Results to return to the list of DMRs that were displayed on Step 4.



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